

- **SAMPLE 2 — Statewide Community Planning Group, with Regional Community Planning Groups: Letter of Concurrence**

Date

Mr./Ms. _____

Grants Management Officer

Procurement and Grants Office

Centers for Disease Control and Prevention

290 Brandywine Road

Room 300, Mailstop E-15

Atlanta, GA 30341

Dear Mr./Ms. _____:

On behalf of the statewide HIV/STD community planning group (CPG), we are confirming our concurrence with the 2004 _____ prevention plan and grant application. We believe that these documents address the prevention needs of priority populations and are being supported through the funding commitments of the health department. We feel strongly that the 2005 Plan and grant application reflect the planning efforts of the statewide HIV/STD community planning group and that a thorough review process was used to ensure concurrence. Our process included:

- The statewide resources development committee reviewed the proposed budget for 2005 at the June 2004 statewide meeting. All members of the statewide CPG received time to provide input (until early June). No one voiced opposition to the committee.
- A presentation of all regional plans to the statewide CPG ensured that the statewide CPG was aware of regional priorities. A review team composed of the statewide community co-chair, regional representatives, at-large members, and gallery participants read the plan and the regional plans to ensure that the state plan was based on the regional plans.
- A second-review team composed of the statewide community co-chair, a new set of regional representatives, at-large members, and gallery participants, read the application and reviewed regional plans to ensure that the application met CDC guidelines.
- At the September meeting of the Statewide CPG, the Resource Development Committee presented the budget, reporting that the budget adequately reflected the priorities presented in the comprehensive plan. The plan review team followed the same process. The statewide CPG voted to accept the plan. The grant application review team followed the same process, and the CPG voted to accept the application.

We look forward to implementing the plan to reduce the spread of HIV in _____.

Sincerely,

State Health Department Co-Chair State Community Co-Chair

Region X Co-Chairs, Region X Co-Chairs

Region X Co-Chairs, Region X Co-Chairs